



STUDENT EMPLOYEE QUICK SELF-REFLECTION

The following questions are designed to encourage self-reflection and provide a snapshot of where students feel they are excelling, where they would like to improve and the support needed to be successful. Questions can be expanded as needed and posed in various settings (casual conversation, one-on-one, email, canvas, catalyst survey, etc.).

Questions

- What is one area you think you do really well in this job?
- What is one area that you think you could improve upon?
- If you were given the opportunity, what projects would you like to work on/skills you would like to learn or practice?
- What do you need from your manager in order to be maximally successful in your position?

Process

- Ask students to write 1-3 sentences regarding each of 4 questions. Provide them with instructions on how to do so, and a deadline.
- After they have completed the self-evaluation, review their responses.
- Ideally, meet with each student to review their responses together (could be done in as little as 5 minutes).
- If not possible to meet with each student, provide brief written feedback.
- If you feel a student needs additional support based on information gathered, please refer them to Campus Resources that Support Student Success on the Resources for Managers Canvas site.

Mechanism

- Have students complete via catalyst or another online survey tool.
- Ask them to write on a half sheet of paper that you provide to them.
- Have them type responses in email.

Timing

- This can be done at any time.
- It might be especially helpful after a student has worked in a unit 4-10 weeks.